

First Christian Church - Columbia, Missouri

WEDDING POLICY (Non-Members)

1. Applications for use of the church for weddings, including the name of the clergy person to officiate, will be submitted in the church office. Applicants will be notified one week following receipt of application of approval or disapproval. Dates for weddings of non-church members cannot be guaranteed for more than twelve months in advance of the proposed date.
2. Church weddings shall be performed by one of the ministers of the church. The ministerial fee is \$200. This fee is payable directly to the minister one week in advance of the wedding. If it is desired for special reasons to have another minister perform the service, arrangements should be made to ask one of the ministers of First Christian Church to extend the invitation to the other minister. On weddings when one of the ministers of First Christian does not participate, a church liaison, provided from the church membership and trained in the use of the church's sound and light system, must be present, at a cost of \$100 per wedding. This fee is payable directly to the liaison one week in advance.
3. Custodial Services: Weddings are not considered a normal part of the custodian's duties, though his special services are usually needed. This is particularly true of weddings planned for times when the office is not open and when receptions are planned in the church. Special custodian services shall be arranged with the custodian with payment for this service at \$100 for his time. The head custodian will perform this service unless he designates it to another church custodian.
4. There will be a \$750 rental fee for the Sanctuary. \$250 of this fee is due with the application and is non-refundable. The remaining \$500 is due one week prior to the wedding.
5. A \$500 deposit is required to cover possible damages and is due one month in advance of the wedding. Any part of this deposit not required shall be returned to the applicant. This fee is separate from the custodial fee.
6. Picture taking and video shall be regulated by the attached Photography Policy.
7. The Reception Committee of the CWF will be in charge of all receptions according to their policies. (See Reception Policy) The fees for receptions are entirely separate from, and in addition to, those for the Sanctuary.
8. NO RICE OR BIRD SEED THROWING WILL BE ALLOWED IN THE CHURCH BUILDING. NO CANDLES WILL BE ALLOWED ON THE PIANO OR ORGAN. NO SMOKING, NO CONFETTI OR ALCOHOLIC BEVERAGES WILL BE ALLOWED ANYWHERE ON THE CHURCH PROPERTY! VIOLATION OF THIS POLICY OR DISRESPECT OF CHURCH PROPERTY OR STAFF WILL RESULT IN FORFEITURE OF DAMAGE DEPOSIT.
9. The small Chapel may be used for small weddings, with a charge of \$50.
10. No serving is to be done in Morris Parlors. Receptions may be served in the Library and Keystone Rooms.
11. In case of damage to premises or equipment, the church will require reimbursement.
12. No weddings are to be scheduled in the Sanctuary before 4 p.m. on Sundays.

Summary of Fees

Sanctuary Rental Fee: \$750 (\$250 due with application/\$500 due one week prior to wedding)
Security Deposit: \$500 (due one month prior to wedding)
Ministerial Fee: \$200 (due one week prior to wedding)
If required - Liaison Fee: \$100 (due one week prior to wedding)
Custodian Fee: \$100 (due one week prior to wedding)
Organist Fee: \$125 (due one week prior to wedding)

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POLICY CONCERNING PHOTOGRAPHY AT WEDDINGS

In order to preserve the sanctity, dignity and worshipful spirit of the wedding ceremony, photographers are urged to abide by the following rules:

1. Ushers will encourage persons with cameras to make no flash pictures during ceremony, but to be on hand for posed photographs if taken before or following the wedding.
2. Photographer or photographers may take flash pictures of bridal party members as they enter sanctuary doors provided they are not standing in front of wedding guests.
3. There will be no flash pictures taken during the ceremony. Time exposures may be taken during wedding, preferably from balcony.
4. Flash pictures may be taken of members of wedding party from Narthex as the recessional takes place.

POLICY CONCERNING VIDEOTAPING AT WEDDINGS

Video equipment may be used for taping wedding ceremonies. The video photographer should consult with the minister regarding placement of equipment in the sanctuary so that the above stated policy for wedding photography will be preserved. All photographers and video equipment in the sanctuary will be placed in a stationary position during the entire wedding ceremony.

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Policy Regarding Organ Use

1. Only the church Organist is allowed to play for services held in the church sanctuary, including weddings and funerals. If the church organist is unable to play for a service, it will then be his/her responsibility to hire a qualified organist to substitute for that service.
2. The organist's fee for weddings is: \$125. This fee is payable directly to the organist, one week in advance.
3. All musical selections must be approved by the Music Director/Organist. Taped selections are limited to two.
4. **The wedding couple is responsible for contacting organist, Mary Bancroft, to make arrangements for playing for the service. Mary's phone number is: 443-5132.**

Chapel Organ

The electric organ shall not be removed from the Chapel, but shall be available for use by persons using the Chapel for worship or for a wedding.